INFORMAL LETTER 7

You should look at the flyer on the next page and study the information carefully to write your letter.

Your mother and your aunt have seen the flyer on the next page. Your mother would like to invite your aunt who is living in Malaysia to the trip. Write a letter to your aunt on your mother's behalf to invite her to the event.

Send a letter to your aunt stating:

- two reasons based on the flyer why you think your aunt will enjoy the event
- two reasons that are not shown on the flyer that you think will encourage your aunt to attend the event
- which reason/reasons you feel are the most important and why

Write your letter in clear, accurate English and in a friendly and enthusiastic tone that will show your aunt how delighted you are to have her attend the event with your mother.

You should use your own words as much as possible.

Outdoor Fun

See the forest as you have never seen it before at the tree top walk! This 300m long suspension bridge will give you a bird's eye view of the forest. But if you're afraid of heights, you might want to give this trail a miss. Those who do not wish to go for the walk can wait at the multipurpose hall and join the group after the walk.

HORTICULTURAL PARK ADVENTURE!

Tired of staying indoors? Have some fun outdoors. Enjoy the wonders of nature while learning more about our flora and fauna. You will also receive vouchers that you can use at major shopping malls around the island.

Date: 30 May

Time: 8am-5pm

Registration Fee: \$80

The garden in a jar is most suitable for those who want to try their hand at growing their own plants but don't have the space for them. This is fun and simple and you can bring your own garden home at the end of the class.

Time	Activity
8am	Gather at Kingsvale Community Centre
9am	Arrival at Horticultural Park
9.10am	Briefing at multipurpose hall
9.30am	Tree top walk commences
10.30am	Morning break
10.45am	Forest trail
12.30pm	Lunch break
1.30pm	Terrarium class
3.30pm	Afternoon tea break
4pm	Depart for Kingsvale Community Centre
5pm	Arrival and distribution of vouchers

27A Bradford Lane Singapore 581237

10 November 2015

Dearest Aunt Haley,

How are you? We haven't met in ages. Are you still busy at your bakery? Mum told me that you just hired a new assistant so you can take more days off. Mum is wondering if you would be free to attend the Horticultural Park Adventure with her.

As you know, the trip will be conducted outdoors at the Horticultural Park. You enjoy being outdoors so this will be the perfect trip for you. Instead of browsing in a shopping mall, this trip outdoors will certainly be something different. You will be able to enjoy the fresh forest air and observe the flora and fauna.

There is also a terrarium class during the trip. You will be able to bring home your own garden in a jar at the end of the lesson. Perhaps you'll be able to make more on your own later and beautify your living room with many of these 'gardens'.

I think you'll also enjoy the trip because it will be a great way to make friends. You'll surely have a lot in common with the rest of the people in the group. You're the most **sociable** and **outgoing** person I know, Aunt Haley and I'm sure everyone would love to have you along on the trip.

This trip will also be the perfect opportunity for you to practise your photography skills. Mum told me that you bought a new digital camera recently. From the **panoramic** views during the treetop walk to the close up views during the forest trail, there will definitely be many interesting sights for you to capture.

Since this is an outdoor trip, I think you must give it a try. Mum told me just how much you enjoy being outdoors but how you seldom have the time for any outdoor activities. This trip will take you outdoors on an adventure for the whole day! I'm sure you'll be able to **feel at one with** nature.

Paragraph Topic

Paragraph 1
Introduction: Background information on the letter

Paragraph 2
Trip held outdoors

Paragraph 3
Terrarium class held

Paragraph 4
Great way to make friends

Paragraph 5
Practise photography
skills

Paragraph 6
The trip being outdoors is the most important reason the aunt should go for it

Do write soon. I'll help to get the tickets for this trip, so let me know if you're keen to go for it. I hope you can go for the trip with my mum. I'm sure you'll both have a great time.

Paragraph 7
Conclusion: Events after the email

Love, Vicky

Comments 20

The writer has effectively inferred from the visual text what the trip will entail in order to provide the third and fourth reasons for attending the trip.

Vocabulary

- 1. **sociable**: to enjoy being with others
- 2. **outgoing**: to enjoy meeting and talking to new people
- 3. panoramic: wide and impressive view of a particular area
- 4. **feel at one with**: to feel that you belong with

@ Word Vse 80

Words that describe a person's personality are important. These words can be used as reasons a person should do something. For example, Aunt Haley should go for the trip because she is <u>sociable</u> and <u>outgoing</u>.

Here are more words to describe a person's personality. They can be divided into positive and negative traits. Think about how these personality types might behave and what they might be interested in doing.

- affectionate
- aggressive
- charismatic
- confident
- creative
- discreet
- easygoing
- humorous
- introverted
- liberal
- open minded
- quick witted
- sympathetic
- witty